City of Alameda
Code No. 1010
Revised 6/21/89

CITY ATTORNEY
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DEFINITION

Under general direction acts as legal advisor to and counsel for the City Council, Mayor, City Manager and City departments; performs difficult and responsible professional civil and criminal legal work for the City, its agencies, boards and commissions; plans, organizes and directs activities of the City Attorney's Office and performs related work as required .

EXAMPLES OF DUTIES

1. Renders legal opinions to the City Council, Mayor, City Manager and department heads.
2. Analyzes legislation affecting the City .
3. Reviews proposed contracts, bond and financing papers, insurance policies and other documents affecting tile City .
4. Monitors and controls liability claims and lawsuits.
5. Attends meetings of the City Council, Planning Commission and other boards, commissions and committees as required, and renders legal advice on agenda items.
6. Prepares or reviews drafts and assists in the negotiation of proposed agreements; prepares or reviews ordinances, resolutions, deeds, pleadings, contracts and other legal documents.
7. Appears before courts and administrative bodies to represent the City's interest as required.
8. Prosecutes for civil remedies to enforce City ordinances, abates public nuisances, recovers for damages to City property, condemns property for public purpose and other matters.
9. Prepares and administers the department budget.
10. Coordinates legal activities with other City departments and divisions, and with outside agencies; recommends and works with outside legal specialists engaged by the City.
11. Supervises, trains and evaluates staff.

EMPLOYMENT STANDARDS

Education/Experience

Any combination equivalent to education and experience likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to a Juris Doctor degree from an accredited law school.

Experience: Admitted to practice and engaged in the practice of law in the State of California for a period of at least five years prior to appointment.

Knowledge
Knowledge of organization, duties, powers, limitations, and authority of municipal government, officials and municipal attorney's office operations; legal principles and practices, including civil, criminal, constitutional, and administrative law and procedure; ordinances, statutes, and court decisions relating to municipal corporations; laws and practices with specific reference to redevelopment and community development; judicial procedure and rules of evidence; methods of legal research; established precedents and sources of legal -reference applicable to municipal activities and through knowledge of principles and practices of public administration in respect to budgeting, supervision and training.
Ability
Ability to effectively plan, organize, monitor and direct the activities required of the City Attorney's Office; organize, interpret, and apply legal principles and knowledge of complex legal problems; effectively apply legal knowledge and principles in court; present statements of law, fact and argument clearly and logically; prepare and present difficult cases in legal proceedings; conduct research on complex legal problems and prepare sound legal opinions; properly interpret and make decisions in accordance with laws, regulations, and policies; maintain level of knowledge required for satisfactory job performance; communicate effectively; establish and maintain effective working relationships with employees, public officials, other departments and agencies, and the general public and ability to select, supervise, train and evaluate assigned staff.

Other Requirements
Membership in the State Bar of California.

Must possess a valid California Driver's License and satisfactory driving record as a condition of initial and continued employment.

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